

DISCLOSURES TO BE PROVIDED TO AND SIGNED BY APPLICANT, EMPLOYEE OR CONTRACTOR

Cabinet for Health and Family Services
Office of Human Resource Management

**FOR THIS TYPE OF EMPLOYMENT, STATE AND FEDERAL LAW REQUIRE A STATE AND NATIONAL CRIMINAL
BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT**

By signing this notice of required disclosures, the applicant, employee or contractor has the responsibility to be aware of the following:

(1) A set of fingerprints of the applicant, employee or contractor will be required to complete a background check pursuant to 900 KAR 1:009.

(2) The applicant, employee or contractor must complete and sign the Waiver Agreement and Statement, and provide a government-issued form of identification containing the applicant's or employee's photograph (such as a valid driver's license).

(3) A background check facilitated by the Office of Human Resource Management (OHRM) shall include a fingerprint-supported state and Federal Bureau of Investigation (FBI) criminal background check, which includes a comparison of the fingerprints of the applicant, employee or contractor with any latent fingerprints that may be on file with Kentucky State Police (KSP) or the FBI. The fingerprint images will be used for all criminal justice purposes.

(4) The fingerprint images and associated information will be retained by KSP and the FBI in their databases and will be used to determine if the applicant, employee or contractor has any criminal history information on file with the State and Federal criminal history repositories. KSP or the FBI will process future searches, including latent fingerprint searches, against the fingerprints of the applicant, employee or contractor and make full use of them in any criminal prosecution under state or federal law, as well as notify OHRM of subsequent arrests and convictions indicated in the criminal history repositories concerning the applicant, employee or contractor.

(5) The Social Security Number of the applicant, employee or contractor is needed in order to keep records accurate pursuant to the Federal Privacy Act Statement, which may be downloaded at: <http://www.fbi.gov/about-us/cjis/cc/library/privacy-act-statement-1>

(6) All information provided to OHRM shall be kept confidential in compliance with applicable state and federal statutes and regulations.

(7) The applicant, employee or contractor has the right to request and inspect his or her criminal history record and to request correction of any inaccurate information. If the applicant, employee or contractor does not exercise his or her right to inspect criminal history information, the Commonwealth of Kentucky shall not be responsible for the dissemination of inaccurate information, or liable for damages resulting from its determination of the eligibility for employment of the applicant, employee or contractor.

I HAVE READ AND UNDERSTAND THE FOREGOING DISCLOSURES.

Printed Name: _____

Date of Birth: _____ Last Four Digits of SSN: _____

Signature: _____ Date: _____